

Three Rivers Farmers' Market

2016 Vendor Application



Thursdays 1:00pm-6:00pm

OFFICE USE ONLY

Date Paid: _____

Seasonal Fee: \$ _____

Weekly Fee: \$ _____ (see below)

Cash: _____ Check#: _____

***A fee will be charged with all credit card payments.** Master Card ☐ Visa ☐

NOTES:

Booth/Business Name: _____

Primary Person's Name: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Preferred Phone: _____ Alternate Phone: _____

Email Address: _____ Website: _____

Emergency Contact Name: _____ Phone Number: _____

STALL RENTAL INFORMATION * *All applicable vendors will be required to participate in the food assistance programs being offered at the Three Rivers Farmers' Market.*

Number of space(s) requested _____

_____ Seasonal space(s) for 14 weeks: \$80.00/space

_____ Weekly space(s): \$8.00/space (Indicate on page 2 which weeks you plan to attend.)

_____ Returning Vendor _____ Preference of market booth # _____

_____ **NEW** Vendor

Check Your Category CHECK ALL THAT APPLY (See Attached for product listing REQUIRED):

_____ Farmer/Grower

_____ Artisan, Specialty, Crafter (handmade items only)

_____ Other _____

_____ Cottage Food- See Rules and Requirements

_____ Re- Seller (Food Action

Vendor fees are non-refundable*

2016 Season Dates- Weekly vendors- please circle those dates you would *like* to participate.

	June	July	August	September
Regular Market Days	2 Opening Day	7	4	1 Closing Day
Regular Market Days	9	14	11	
Regular Market Days	16 Water Festival	21	18	
Regular Market Days	23	28	25	
Regular Market Days	30			

PLEASE FILL OUT ALL SECTIONS WHICH APPLY TO ALL PRODUCTS THAT WILL BE ON YOUR TABLE

I) ALL VENDORS (RE-SELLING)

In order to uphold the integrity of the Three Rivers Farmers' Market mission, we require you to list all products you do not grow or produce as well as the name and contact information of the Michigan producer. As indicated in our policy, you are also required to clearly label where these products come from at your booth, at each market. Please add more detail as needed.

1. Producer/Farmer Name: _____

Address and/or phone#: _____

Products: _____

2. Producer/Farmer Name: _____

Address and/or phone#: _____

Products: _____

II) COTTAGE FOOD VENDORS

Please describe all of the Cottage Food items you wish to sell IN DETAIL. Please be aware of and adhere to ALL packaging and labeling requirements per the Michigan Cottage Food Law (www.michigan.gov/cottagefood). Feel free to attach more detail to this application if necessary.

<input type="checkbox"/> Jams:
<input type="checkbox"/> Jellies:
<input type="checkbox"/> Cookies:
<input type="checkbox"/> Pastries/Cakes:
<input type="checkbox"/> Breads (be specific):
<input type="checkbox"/> Other:

III) FARMER/GROWER- Fruits and Vegetables:

Please mark all products that you produce and plan to bring to the market. Please see Re-Seller Page for items which you do not produce but will be bringing.

<input type="checkbox"/> Apples	<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Garlic	<input type="checkbox"/> Onion	<input type="checkbox"/> Rutabaga
<input type="checkbox"/> Artichoke	<input type="checkbox"/> Carrots	<input type="checkbox"/> Gourds	<input type="checkbox"/> Parsnips	<input type="checkbox"/> Scallions
<input type="checkbox"/> Asparagus	<input type="checkbox"/> Cauliflower	<input type="checkbox"/> Grains _____	<input type="checkbox"/> Peaches	<input type="checkbox"/> Spinach
<input type="checkbox"/> Arugula	<input type="checkbox"/> Celery	<input type="checkbox"/> Grapes	<input type="checkbox"/> Pears	<input type="checkbox"/> Strawberries
<input type="checkbox"/> Beans	<input type="checkbox"/> Cherries	<input type="checkbox"/> Herbs _____	<input type="checkbox"/> Peas	<input type="checkbox"/> Summer Squash
<input type="checkbox"/> Beets	<input type="checkbox"/> Collards	<input type="checkbox"/> Kale	<input type="checkbox"/> Peppers	<input type="checkbox"/> Sweet Potatoes
<input type="checkbox"/> Blackberries	<input type="checkbox"/> Corn	<input type="checkbox"/> Leek	<input type="checkbox"/> Plums	<input type="checkbox"/> Swiss Chard
<input type="checkbox"/> Blueberries	<input type="checkbox"/> Cucumber	<input type="checkbox"/> Lettuce	<input type="checkbox"/> Potatoes	<input type="checkbox"/> Tomato
<input type="checkbox"/> Broccoli	<input type="checkbox"/> Eggs	<input type="checkbox"/> Melons	<input type="checkbox"/> Pumpkins	<input type="checkbox"/> Turnip
<input type="checkbox"/> Brussels Sprouts	<input type="checkbox"/> Eggplant	<input type="checkbox"/> Mulberries	<input type="checkbox"/> Radish	<input type="checkbox"/> Winter Squash
<input type="checkbox"/> Cabbage	<input type="checkbox"/> Flowers (Cut)	<input type="checkbox"/> Mushrooms	<input type="checkbox"/> Raspberries	<input type="checkbox"/> Yams
<input type="checkbox"/> Carrots	<input type="checkbox"/> Flowers (Potted)	<input type="checkbox"/> Okra	<input type="checkbox"/> Rhubarb	<input type="checkbox"/> Zucchini
<input type="checkbox"/> Plant starts: _____				
<input type="checkbox"/> Other: _____				

* All items must be listed! You cannot switch or add products for sale without prior approval of the market manager. Please add more detail as needed.

Additional Notes:

IV) ARTISANS

All arts and crafts sold at the market must be an individual's creative effort and sold by the Michigan artist or a representative thereof. The sale of items not created by you must be approved by the market manager. Please briefly describe the art or craft item(s) you wish to sell. If you did not make the items yourself, please name the artist or craftsperson:

Product(s) Description: _____

Additional Notes/Comments:

V) FOOD VENDOR (READY-TO-EAT)

Please briefly describe all of the food item(s) you wish to sell. Feel free to attach a menu or more detail to this application if necessary. PLEASE INCLUDE A COPY OF YOUR LICENSE.

Additional Notes/Comments:

VI) FOOD VENDOR (OTHER)

MUST BE PRODUCING IN LICENSED FACILITY- PROVIDE MARKET WITH LICENSE
NUMBER

☐ Pickles/Pickled Items ☐ Salsas ☐ Sauces ☐ Meats ☐ Other: _____

License Number: _____

Additional Notes/Comments:

ACKNOWLEDGEMENT AND RECEIPT OF MARKET RULES

PHOTO RELEASE AUTHORIZATION

The Three Rivers Farmers' Market will, from time to time, have an on-site photographer, as well as local and regional professional media outlets at the market to help promote the market. Photos may be taken with or without knowledge of the subject, depending on the situation. While we will make every attempt to get permission for participation in a photograph from those subjects depicted, this written authorization gives the market permission to utilize any and all photos taken at the market for publicity and advertising purposes. By signing below, you acknowledge that photos taken at or around your booth are acceptable and will be allowed.

Booth/Business Name: _____

Signature: _____ Printed Name: _____

Date: _____

AGREEMENT OF COMPLIANCE/WAIVER OF RESPONSIBILITY

I, as a vendor at the Three Rivers Farmers' Market, have ready and fully understand the Three Rivers Farmers' Market Rules & Regulations. I hereby agree to comply with these rules & regulations and all other Federal, State and local regulations that apply, knowing full well that I will forfeit my right to sell at the market if I am found to be in noncompliance. The City of Three Rivers/Three Rivers Farmers' Market will not be held responsible for any damage to personal property, or for accidents or injuries sustained by myself (vendor) and/or my associates while using the Farmers' Market facilities.

Booth/ Business Name: _____

Signature: _____ Printed Name: _____

Date: _____

PLEASE RETURN THIS FORM WITH APPLICATION

Mail application to: Three Rivers' Farmers' Market

333 W. Michigan Ave.

Three Rivers, MI 49093

Applicants will be notified of their acceptance and spaces as applications are reviewed.



2016 Vendor Guidelines

MARKET INFORMATION

Market Season and Hours of Operation:

- First Thursday in June through the first Thursday in September from 1:00 p.m. – 6:00 p.m.
- Open during Water Fest.
Scidmore Park Farmers' Market Pavilions, 138 W. Michigan Ave.
- Vendors may arrive early and must be set up by 1 p.m.
****Vendors must stay unless they have sold out and notified a market manager. ****

Location:

Scidmore Park Farmers' Market Pavilions, 138 W. Michigan Ave., Three Rivers, MI 49093

Vendor Definitions:

- Direct Vendor – Sells products solely grown and produced by the vendor
- Representative Vendor – Offers food and agricultural products for resale directly from the farm or producer. Items must be grown and/or produced in Michigan/Indiana and labeled with the city of its origin.
- Artisan Vendor – Sells non-food products handcrafted by the vendor. Not more than 20% of vendors may be artisan vendors. Potential artisan vendors will be based on a selection process.

Vendor Requirements:

- General and product liability insurance
- Current State of Michigan licenses (if applicable).
- A product list and brief description of production practices

Products:

- Fresh vegetables, fruit, flowers, baked goods, canned goods and other farm products such as dairy products, eggs, meats, syrups and honey.
- Artisan products such as art and craftwork with approval from the Market Manager
- All products must be clearly labeled with description and price.
- All products are subject to approval by the Market Manager

Product Quality:

Only fresh quality products are acceptable. The selling of spoiled, overripe, unusable or outdated products is prohibited.

Product Labeling and Definitions:

All items available for sale must be clearly identified as to their origin and price. All signage must be clearly legible.

Three Rivers Farmers Market guidelines subject to change at the discretion of the City Manager.

Updated 03/03/2016

Pricing:

It is expected that vendors offer their products for sale at a fair market price. Collusion and/or deceptive pricing will not be tolerated.

Equipment Requirements:

Vendors are responsible for equipment needed for selling products at the market. Equipment must be clean, in good condition, and hazard free. Tents, umbrellas, canopies and other items that are vulnerable to wind must be properly secured. All items for sale must be displayed at least 18" from the ground with the exception of non-edible items such as pumpkins, plants, and artisan items. Vendors are responsible for set-up and tear down of all of their equipment.

Stall Fees and Sizes:

- Stall Size: 10 feet by 10 feet and includes a picnic table and electrical outlet.
- Rates are \$8 day and \$80 for the season. Increase in rates will take effect July 1st 2016
- Maximum of 1 vendor per stall

Vendors shall keep their space neat, clean, and under supervision at all times. There is also a spigot, restrooms are located about 200' away near the petting zoo.

Stall Reservations and Assignments:

Stalls will be assigned to approved vendors based on the following criteria:

1. Direct vendors then representative vendors who have paid the season rate for the market.
2. Stalls will be allocated to food producers first. Artisan vendors will be a maximum of 20% vendors.
3. One-time and drop-in vendors will be assigned stall space designated by the Market Manager.
4. Stall assignments will be made only after payment has been received.

The Market Manager will determine stall assignments and the market lay-out.

Stall Cancellations:

Vendors who cancel their reservation for a season must do so in writing to the Market Manager at least one week prior to the start of the season. A refund of 75% of the season rate will be given. No refund will be given after one week prior to the start of the season. Subletting of stalls will not be allowed.

Market Day:

The Market will be open rain or shine. Vendors are expected to have equipment, products and signage in place at the opening time of the market.

A vendor must notify the Market Manager one hour before the start of set-up if they know they will be late to hold their reserved stall(s). Afterwards, the reserved space may be assigned to another registered vendor. A vendor that is scheduled to be at the market, but is unable to attend, is asked to notify the Market Manager as soon as possible. "No-shows" cause a disruption to the market lay-out and the opening of the market. Vendors may not start removing items from their stall(s) until the closing of the market. Removing products before market closing may result in being banned from future markets.

Market Cancellation:

The market will be open rain or shine. The only exception will be in the case of a man-made or natural disaster, or extremely severe weather (i.e. tornado warning). The Market Manager will be responsible for making the decision to cancel the market and will notify the vendors as soon as

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Updated 03/03/2016

possible. If the market is cancelled, vendors will not be allowed to set. If the market has already been set up and a severe condition develops, vendors will be directed to an appropriate shelter.

Vendor Parking:

We ask all vendors to limit themselves to one vehicle per market space. Only one vehicle per stall is allowed.

Vendor Code of Conduct:

- All vendors are required to have, follow and display a copy of all Federal, State and local licenses necessary for products to be sold. All vendors are to use safe food handling practices.
- Applicable vendors must comply with the Michigan Cottage Food Law.
- Keep stall space clean, neat and orderly during market hours.
- Remove all items from the market within one hour after market closing.
- Be courteous and respectful to everyone.
- Contact Market Manager with complaints and suggestions.
- Contact Market Manager whenever there is an unresolved conflict with a customer.
- Follow all market rules.

Grievance Policy:

The Market Manager has the right to deny or restrict any vendor or vendor representative's access to the market for failure to follow the Three Rivers Farmers Market rules. Problems, complaints or concerns must be directed immediately to the Market Manager or his/her designee. Any grievance that cannot be resolved between a vendor and the Market Manager may be submitted in writing to the Three Rivers City Manager.

One –Time or Limited Community Education and Information Guests:

Guests may attend and set-up a table or booth at the market for community education or information purposes at the discretion of the Market Manager. A Guest Application Form shall be completed and submitted to the Market Manager prior to attendance at the market. Guests will not be allowed to sell or promote the direct sale of any products at the market. Those who sell items are considered vendors and must apply as such and pay market fees. Guests are responsible for their own tent/canopy and chairs for the summer market.

Soliciting and Political Activity:

All forms of organized or intended soliciting, proselytizing, or political activity are prohibited at the market.

Cottage Food List

What Food Products Meet The Requirements For Cottage Foods?

Non-potentially hazardous foods (time and/or temperature controls not required to assure food safety - meaning foods can safely be kept at room temperature and do not require refrigeration) meet the requirements for cottage foods and can be prepared in a home kitchen and sold directly to consumers without a license. Examples include:

- Breads
- Similar baked goods
- Vinegar and flavored vinegars
- Cakes, including celebration cakes (birthday, anniversary, wedding)
- Sweet breads and muffins that contain fruits or vegetables (e.g., pumpkin or zucchini bread)
- Cooked fruit pies, including pie crusts made with butter, lard or shortening
- Jams and jellies in glass jars that can be stored at room temperature
- Cookies
- Dry herbs and dry herb mixtures
- Dry baking mixes
- Dry dip mixes
- Dry soup mixes
- Dehydrated vegetables or fruits
- Popcorn
- Cotton Candy
- Non-potentially hazardous dry bulk mixes sold wholesale can be repackaged into a Cottage Food product. Similar items already packaged and labeled for retail sale cannot be repackaged and/or relabeled
- Chocolate covered pretzels, marshmallows, graham crackers, Rice Krispies treats, strawberries, pineapple or bananas
- Coated or uncoated nuts
- Dried pasta made with eggs
- Roasted coffee beans or ground roasted coffee
- Vanilla extract (Note: these products require licensing by the Michigan Liquor Control Commission)
- Baked goods that contain alcohol, like rum cake or bourbon balls (Note: these products require licensing by the Michigan Liquor Control Commission)

What Food Products Are NOT ALLOWED To Be Produced In My Home?

Potentially hazardous foods that require time and/or temperature control for safety are NOT ALLOWED to be produced in a home kitchen and must be produced in a licensed kitchen.

Examples include:

- Meat and meat products like fresh and dried meats (jerky)
- Fish and fish products like smoked fish
- Raw seed sprouts
- Canned fruits or vegetables like salsa or canned peaches
- Canned fruit or vegetable butters like pumpkin or apple butter
- Canned pickled products like corn relish, pickles or sauerkraut
- Pies or cakes that require refrigeration to assure safety like banana cream, pumpkin, lemon meringue or custard pies; cheesecake; and cakes with glaze or frosting that requires refrigeration (e.g., cream cheese frosting)
- Milk and dairy products like cheese or yogurt
- Cut melons
- Hummus
- Garlic in oil mixtures
- All beverages, including fruit/vegetable juices, and apple cider
- Ice and ice products
- Cut tomatoes or chopped/shredded leafy greens
- Confections that contain alcohol, like truffles or liqueur-filled chocolates
- Focaccia style breads with fresh vegetables and/or cheeses
- Food products made from fresh cut tomatoes, cut melons or cut leafy greens
- Food products made with cooked vegetable products that are not canned
- Barbeque sauce, ketchup, or mustard
- Salad dressings
- Pet food or treats



2016 Vendor Agreement for Accepting Bridge Cards (EBT) Bridge Card Process and Rules

The Bridge Card (SNAP/EBT) Process:

1. Customers can visit the Market Information table (located between the Market Pavilion) to obtain Three Rivers Farmers' Market Tokens (\$1 each). There is no fee or cost to the customer for this service, nor to the vendors.
2. Customers will then come to your booth and purchase eligible goods.

NOTE: The law prohibits giving cash in exchange for EBT. Please round purchases to the nearest whole dollar or adjust product quantities accordingly.

3. Vendors return Tokens to the Market Information table and receive a receipt from the Three Rivers Farmers' Market Manager, Melissa Bliss, or one of the authorized market employees.
4. Vendors will be reimbursed weekly by the City of Three Rivers at the market, or a check will be mailed if needed.

Vendor Instructions on accepting EBT:

- **NO CHANGE** will be made for use of the token. Vendors must work with the customers to create an even dollar amount for purchases. Partial dollar amounts at the end of the transaction are the customers' responsibility.
- **Under this program, you can sell:** vegetables, fruit, dairy products, meat, eggs, bread, jam, pickles, and pastries. Also, seeds or plants that produce food can be sold (i.e. tomato or parsley plants). Flowers, shrubs, and other non-edible plants cannot be purchased with paper scrip.
- **Under this Program, you cannot sell:** Hot foods, cut flowers, decorative plants, pet food, or non-food items.
- **It is ILLEGAL to exchange cash for SNAP benefits.**
- Vendors will not exchange tokens for US currency or any non-eligible product.
- Vendors must post, in a visible location, the furnished Bridge Card sign that identifies the vendor's table as an authorized Bridge Card vendor.
- \$1 tokens will be worth the same as \$1 in US currency. All products will be priced the same for Bridge Card customers as they are for non-Bridge Card customers.
- Bridge Card customers must pay for their purchase at the time of sale.
- Tokens shall be turned in to the Market Information table at the end of each market day.
- Token reimbursement checks will be issued weekly and will be distributed by the Market Manager or another authorized City employee.

2016 Vendor Agreement for Accepting Bridge Cards (EBT)

The Three Rivers Farmers' Market is now accepting food assistance benefits (EBT/food stamps) in the form of the Michigan Bridge Card, which is processed and paid through the City of Three Rivers. Participation by eligible vendors is required.

- I agree to follow all of the rules as explained on the attached process/rule sheet.
- I agree to follow all policies of the Three Rivers Farmers' Market, as well as those of the US Department of Agriculture Food and Nutrition Service (USDA FNS), who administers the Bridge Card program.
- I understand that if market staff observe or receive evidence of my failure to abide by this agreement, the market will immediately suspend or terminate my approval to accept food assistance benefits, and the offense may result in a fine and/or forfeiture of my table at the market.
- I understand that I will not be reimbursed for scrip collected incorrectly.
- I understand that it is my responsibility to inform my family and employees of these rules before they sell at the market on behalf of my farm or business.

Signature

Date

Printed Name

Farm/Business

Market Manager

Date

Melissa Bliss

The Supplemental Nutrition Assistance Program (SNAP) is a USDA nutrition assistance program administered by Food and Nutrition Service (FNS). The program provides monthly food benefits for eligible participants to purchase approved food items (any food or food product for human use or seeds and plants for use in a home garden to produce food for personal use) at approved outlets. This program was formerly known as "food stamps".

Customers participating in the program use a plastic card similar to a bank debit card to buy goods. The card used in Michigan shows the Mackinac Bridge and is called a "Bridge Card." When shoppers use their card to make a purchase, the funds are transferred from the shopper's food account to the retailer's (Texas Township Farmers' Market) account. The customer does this at the Market Information table, located at the end of the east wing of the pavilion.

Three Rivers Farmers Market guidelines subject to change at the discretion of the City Manager.

Updated 03/03/2016



City of Three Rivers

333 West Michigan Avenue • Three Rivers, Michigan 49093

Phone: 269.273.1075 • Fax: 269.273.3132

www.threeriversmi.org

2016 Vendor Agreement for Accepting Visa/Master Card

The Three Rivers Farmers' Market is now processing credit and debit cards through the City of Three Rivers. Participation is required unless another service is provided by the vendor.

- I am aware that there is a fee for processing this form of payment and that fee will be passed on to me, the Vendor, at a rate of 2.75% to be withheld from my reimbursement check.
- I agree to notify the Market Master or other market staff if I decide to offer the same service to customers and wish to decline participation/processing with the City.

Signature

Date

Printed Name

Farm/Business

Market Manager

Melissa Bliss

Date



VENDOR CONCERN FORM

The Market Manager has the right to deny or restrict any vendor or vendor representative's access to the market for failure of not following the Three Rivers Market Rules. Problems, complaints, or concerns must be directed immediately to the Market Manager.

The Three Rivers Farmers' Market strives to provide a fair and equal opportunity for all participants to sell and purchase only quality products at a fair and reasonable price. All vendors and the Three Rivers Market Manager have received a copy of the market rules and understand the importance of their cooperation. The grievance procedure is in place to help insure this policy is followed.

If you feel a vendor or any other participant has acted in a way that harms the Three Rivers Farmers' Market please supply the following information:

Your Name: _____

Phone Number: _____

E-mail Address: _____

Name of the vendor or person in question: _____

Your Concern. Please use your vendor handbook to reference the rule or policy with which you have a concern. If this is a complaint regarding a Vendor, specify Vendor's name.

Market date and approximate time at which the violation occurred (if any): _____

Please state the specifics of the violation of the rule. Provide any evidence that supports your concern.

Signed

Date